

DRAFT MINUTES

BUDGET RECOMMENDATIONS COMMITTEE MINUTES

September 8, 2010

1. Call Meeting to Order

Chairman Rob Corson called the meeting to order at 7:08 pm in the Wheelwright Room of the Town Office.

2. Budget Committee Members in Attendance

The other members of the Committee that were present were Corey Stevens, Carol Aten and Don Woodward.

3. FY11 Budget Discussion

Chairman Corson asked for nominations for the Vice Chairman of the Committee as well as a Secretary.

Mr. Woodward moved to vote Don Brabant as the Vice Chair of the Budget Recommendations Committee. Ms. Aten seconded. Vote: Unanimous.

Mr. Woodward moved to vote Jim Knight as the Secretary of the Budget Recommendations Committee. Ms. Aten seconded. Vote: Unanimous.

Mr. Corson discussed the history of the Budget Recommendations Committee as well as the possibility of developing a charter for the committee. Ms. Aten suggested that the group find out what charge is given to Budget Committees in other communities. The committee would like to have a defined number of committee members and possibly alternates, as is the case in other committees.

Mr. Corson suggested a different way of conducting the Budget Recommendations Committee this year which would eliminate subcommittees in favor of the committee doing their work as a whole. There would be a townwide tour for all Budget Recommendations Committee members to visit each department and see the department and have a discussion regarding the needs of the department followed by a debriefing for the committee. There would be one meeting devoted to CIP items. Budget meetings would see each department head make a presentation to the entire committee, followed by discussion and voting on that department's line items. Mr. Corson will draft a letter to send to department heads to let them know what the committee is expecting on tour day and he will develop a schedule from there.

As far as scheduling goes, the group would like the FY11 Proposed Budget with 2010 YTD expenditures to be given to them on September 30, 2010. They would like to have the tour day take place during the first week of October. The group also asked that they receive the most up to date CIP books as soon as possible. The committee asked Kelly Geis to forward these requests to the Town Manager, Russ Dean, for scheduling.

The next meeting of the Budget Recommendations Committee will be determined at a later date.

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4. Adjournment- At 8:25pm Ms. Aten moved to adjourn. Mr. Stevens seconded. Vote: Unanimous.

Respectfully submitted,

Kelly Geis
AA